

Bulletins on Health Insurance, Payroll, and Personnel

UPPS Newsletter 2000-06

June 1, 2000

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Detail to Special Duty

101 KAR 2:076, Section 2, authorizes appointing authorities to detail an employee to special duty to a vacant position within the agency other than the position to which the employee is regularly assigned. The employee may be detailed to that position for a period not to exceed one (1) year.

Upon approval of the Secretary of Personnel, the agency appointing authority shall notify the employee, in writing, of:

- A. the detail to special duty;
- B. the reasons for the action;
- C. and, the employee's retention of status in the position from which he was detailed to special duty.**

It is very important to remember that agencies should not fill the position vacated by the employee during the detail to special duty, because the employee has rights to that particular position.

Reporting of Voting Leave

This is an amendment to UPPS Newsletter 99-12 in which you were given examples of how to code voting leave. After discussion, we have rethought this process and feel strongly that you should report leave just as it is to give a true picture of leave accrued or taken. Attached, you will find a revised example timesheet for you to use.

1. The first example is to be used for an employee who has prior request and approval for 4 hours of voting leave.
2. The second example is an employee who was authorized to receive compensatory time in lieu of voting leave.
3. The third example is an employee who was authorized for voting leave, and annual or sick leave is approved.

We apologize for the past confusion, and hope these new directions will eliminate any future confusion.

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House Bill 537

Effective on or after July 1, 2000, the Executive Department of Government shall accept from the Unified Prosecutorial System all accrued annual leave and sick leave balances and service credits of employees leaving the Unified Prosecutorial System and accepting appointments to

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P-1s for Competitive & Internal Mobility Appointments

There is some confusion when submitting P-1's for individuals hired off of competitive and Internal Mobility registers. The problems are as follows:

1. Sometimes when individuals are hired off of Internal Mobility registers, P-1's are submitted resigning the individual and appointing them as if they were hired off of a competitive register. Individuals who have an availability code of IM on a register can only be hired as promotions from that register. Thus, the P-1 submitted must indicate that the individual is promoted. In other words, you cannot submit a resignation P-1 followed by an appointment P-1 for an individual who has an availability on the register of IM.
2. If you wish to do an appointment action on an Internal Mobility, the candidate must pass the appropriate selection method and be placed on the register as a competitive applicant instead of Internal Mobility. Currently, individuals cannot be on a register as both an Internal Mobility and a competitive candidate. They must request that they be removed from the Internal Mobility portion of the register and be placed on as a competitive applicant. They can then resign from their current position and be re-appointed, which would require two separate P-1's, one for resignation and one for appointment. In this case, the individual would have to serve an initial probationary period.

In summary, we hope the following is clear:

1. You cannot "Promote" someone from the competitive portion of the register, and
2. You cannot "Appoint" someone from the Internal Mobility portion of a register.

If questions arise, please feel free to contact Wanda Searcy in the Register Branch at 502/564-6922 or Wanda.Searcy@mail.state.ky.us.

the Executive Department. These leave balances shall be attested to by the former employer of the employee and shall not exceed those limits established by statute or administrative regulation of employees of the Executive Department. This provision shall apply to Executive Department employees who were contributing to the Kentucky Employees Retirement System or the State Police Retirement System.

Since we do not store any leave for the Unified Prosecutorial System, then for employees leaving the Unified Prosecutorial System and entering the Executive Department, the employing agency will need to contact the Unified Prosecutorial System to obtain the leave balances and service credit.

The Immigration Reform and Control Act

The Immigration Reform and Control Act, implemented June 1, 1987, requires all employers to have an employment eligibility verification system in place. The required forms are usually implemented by the payroll officer, since the I-9 Form is akin to the W-4 and K-4.

This Act applies to all appointments made in State Government, including merit and non-merit appointments. The main requirement involves the completion of an I-9 Form and the verification of documents supporting employment eligibility.

The attached pages detail the requirements of the law. Specifically, they include:

- Guidelines on how to avoid discrimination complaints.
- Documents that are acceptable for identification and employment eligibility purposes.
- A copy of the I-9 Form and completion Instructions.

All agencies are expected to maintain the required verification information in their own files.

Two Insurance Carriers for Payroll Deduction Cancelled

Premier Dental, reference number 0001184, and Life Insurance Company of North America, reference number 0001028, have been removed from the list of carriers approved for payroll deduction. Both these companies cancelled all employees effective June 1, 2000. All employees should have been notified, but if you need a copy of the official record, please call Carol Kelien at 502-564-6883.

Agency Payroll & Personnel Staff List Updated

The list of Agency Payroll and Personnel Staff has been updated and the revised list has been placed on the Personnel Cabinet's Intranet website at <http://kygovnet.state.ky.us/personnel/payinfo.htm>. Please notify Kim Hatter by phone at 502-564-6464 or e-mail at kimberly.hatter@mail.state.ky.us when changes need to be made to this list.

Block 50 Ineligible List

The list of classes and agencies not eligible for Block 50 payments has been updated and is attached for your information.

New Nature of Action Code

Nature of Action Code C33 has been created for the salary schedule change to handle grades 3-9.

Health Insurance Branch Announces Tentative Open Enrollment and Training Dates!

- **Open Enrollment 2001** has been tentatively scheduled to be held September 18, 2000 through October 6, 2000.
- The **Benefit Fairs** for Franklin County are tentatively scheduled to be held September 13th and 14th, 2000 at the Farnham Dudgeon Civic Center.
- The **Health Insurance Coordinator Training** is tentatively scheduled to be held August 29th, 2000 at the Farnham Dudgeon Civic Center.

Insurance Coordinators will be notified when these schedules are finalized. Thank you to all coordinators for your help!

Commonwealth Communiqué

Starting with the July issue, the Commonwealth Communiqué will be distributed without names and addresses. We will continue to drop-ship the newsletters at the established sites at least a week prior to the 30th paycheck in July, October, January, and April. The Personnel Cabinet will conduct a survey of all agencies following the distribution in July to determine that employees received the newsletter. If the survey results reveal that employees did not receive the newsletter, the names and addresses will again be printed on the newsletters to ensure employee receipt. The Personnel Cabinet will continue to conduct this type of survey biannually.

Thank you for all of your help with this issue. I am well aware of the time it takes to personalize payroll stuffers and would appreciate any ideas on how we can make sure the newsletters get out to our employees in a timely manner.

If you have any questions or comments, please contact Tina Johnson, Director, Division of Communications and Recognition, Personnel Cabinet, 200 Fair Oaks Lane, Suite 500, Frankfort, KY 40601 or by e-mail at Tina.Johnson@mail.state.ky.us.

FORM NO P-41

Revised 7-1-99

EMPLOYEE TIME REPORTING - MARS REPORTING

COMPANY NO.	ORGANIZATION NO.	NAME	SOCIAL SECURITY NO.	OT STATUS	PAY TYPE	SHIFT CODE	WORK WEEK IND
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ORG	PBU	FUND	ACTIVITY	FUNCTION	PROJECT	SUB OBJ	SUB ORG	REPORT CATEG	TERMINI
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BEGINNING BALANCE	ANNUAL	SICK	COMP	PAY PERIOD ENDING DATE
LEAVE USED				
LEAVE EARNED				
CURRENT BALANCE				

DATE	REGULAR HOURS	OVERTIME		LEAVE HOURS								SHIFT HOURS		ALLOCATE TIME ON A DAILY BASIS. SUM COLUMN & CODE								APPROVED	
		COMP TIME	W PAY	ANNUAL	SICK	COMP	HOLIDAY	W/O PAY	OTHER	OTHER	SH2	SH3	REG.	O.T.	REG.	O.T.	REG.	O.T.	REG.	O.T.			
1 16																							
2 17	3.5									4.0			Example #1 - Request and approved for voting leave.										
3 18																							
4 19	3.5	4.0								4.0			Example #2 - Employee authorized for C-time in lieu of voting										
5 20																							
6 21					3.5					4.0			Example #3 - Request for annual/sick and voting leave was approved.										
7 22						3.5				4.0													
8 23																							
9 24																							
10 25																							
11 26																							
12 27																							
13 28																							
14 29																							
15 30																							
31																							
TOTALS																							
CODES		910	930	1.5	920	918	913	903	902	906	9	925	926										

Number of one-way trips state vehicle was used to commute from home to the work site or from the work site to home.
 \$ amount to be taxed. Each one-way trip has a taxable fringe benefit of \$1.50. Tax will be withheld on that amount.

I certify that all information reported above is correct and that attendance, absences, overtime, leave and use of state vehicles is in accordance with existing laws and regulations and Cabinet policies.

ORG/PBU
FUND/ACT
FUNC/SUB OBJ
PROJ/SUB ORG
TEAM/REP

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

TIMEKEEPER NAME

PHONE NO.

CLASSES AND AGENCIES NOT ELIGIBLE FOR BLOCK 50 PAYMENTS

The following title codes are not eligible for Block 50 payments pursuant to 101 KAR 2:102 Section 5(2)(c) and 3:015 Section 5(2)(c) because they have been deemed to be in "policy making" positions:

0101	0128	0203	9935	9968
0103	0135	0204	9936	9969
0104	0136	0220	9938	9970
0105	0137	0317	9939	9971
0106	0139	0321	9941	9972
0107	0143	0587	9944	9973
0108	0144	0610	9945	9974
0113	0145	0616	9946	9975
0114	0146	0617	9947	9976
0115	0147	0618	9950	9978
0117	0149	0623	9951	9981
0118	0150	0697	9952	9982
0119	0162	0698	9955	9983
0120	0177	0699	9956	
0124	0178	9930	9964	
0125	0179	9931	9965	
0127	0186	9932	9966	

Employees in the following Company Numbers should not be permitted to receive Block 50 Payments:

10-010 - Legislative Research Commission
 20-020 - Judicial Form Retirement System
 20-025 - Judiciary
 30-103 - PVA's Revenue Cabinet
 31-070 - Governor's Office
 31-085 - Lt. Governor's Office
 31-110 - Office of the Secretary of Governor's Executive Cabinet

All class codes in 31-415 - Council on Post Secondary Education are excluded except for title codes 0494, 0653, 0805, 0813, 0814, 0815, 0816, 0869, 1022, 9033, 9035, 9037, 9926, 9927, and 9928.

In addition, all employees in 46-546 and 46-547 (Workforce Development) whose title code begins with an 05 or 07 should be excluded.

All employees in 32-520 (State Police) in Pay Grades 60 thru 67 should be excluded.

**ALPHABETICAL LIST OF CLASSIFICATIONS IDENTIFIED
AS POLICY-MAKING POSITIONS NOT ELIGIBLE FOR BLOCK 50 PAYMENTS**

0108	Adjutant General	0321	General Manager
0119	Administrator	0113	Governor
0220	Assistant Auditor Public Accounts	0136	Hearing Officer
0177	Assistant Deputy Attorney General	0697	KET Manager II
0124	Assistant Secretary of State	0698	KET Manager III
0143	Associate Commissioner	0144	Labor Liaison
0115	Attorney General	0105	Laboratory Advisory Commission Member
0117	Auditor of Public Accounts	0114	Lt. Governor
0104	Board Member	9937	Medicaid Services Division Director
0135	Board Member Chairman	9975	Medical Director
0125	Cabinet Secretary	9965	Medical Examiner
0145	Chairman Public Service Commission	9972	Medical Specialist I
9955	Chief Highway District Engineer	9973	Medical Specialist II
0618	Chief Information Officer	9974	Medical Specialist III
9966	Chief Medical Examiner	9964	MH/MR Facility Superintendent
0106	Commission Member	0103	Parole Board Chairman
0107	Commissioner	9968	Physician I
0146	Commissioner Public Service	9969	Physician II
0120	Comptroller	9970	Physician III
0203	Council Member	9978	Physician Commissioner
9947	Deputy Adjutant General	9971	Physician Consultant
0179	Deputy Attorney General	9976	Physician Director
0616	Deputy Chief Information Officer	9930	Principal Assistant I
9945	Deputy Commissioner	9931	Principal Assistant II
9983	Deputy Commissioner of Education	9932	Principal Assistant III
0186	Deputy Executive Director	0118	Project Director for Simplified Access
9946	Deputy Secretary	0317	Public Advocate
0699	Deputy Secretary to Governor's Exec Cab	9960	Racing Veterinarian I
0204	Director	9961	Racing Veterinarian II
0162	Director for Program Administration	9962	Racing Veterinarian III
0127	Distilled Spirits Administrator	0128	Railroad Commissioner
9935	Division Director I	0617	Secretary of Governor's Cabinet
9936	Division Director II	0147	Secretary Public Service Commission
9938	Economic Development Director II	0178	Special Attorney
9939	Economic Development Director III	0149	State Apiarist
9982	Education Division Director	9956	State Highway Engineer
9981	Education Office Head	0150	State Librarian
0101	Elected Official	0137	Vice Chairman
0610	Executive Assistant	0587	Vice President
0139	Executive Director	9950	Warden II
0623	General Counsel	9951	Warden III
9941	General Counsel I	9952	Warden IV
9944	General Counsel II		

Employees in the following Company Numbers should not be permitted to receive Block 50 Payments:

10-010 - Legislative Research Commission	31-070 - Governor's Office
20-020 - Judicial Form Retirement System	31-085 - Lt. Governor's Office
20-025 - Judiciary	31-110 - Off. of the Secretary of Governor's Executive Cabinet
30-103 - PVA's Revenue Cabinet	

All class codes in 31-415 - Council on Post Secondary Education are excluded except for title codes 0494, 0653, 0869, 1022, 9033, 9035, 9037, 9926, 9927, and 9928.

In addition, all employees in 46-546 and 46-547 (Workforce Development) whose title code begins with an 05 or 07 should be excluded.

All employees in 32-520 (State Police) in Pay Grades 60 thru 67 should be excluded.

Title VII of the Civil Rights Act of 1964 is still in effect. To avoid discriminating against anyone, the following guidelines are provided.

DO'S

Ask questions such as:

- A. Are you a citizen of the U.S.?
- B. Do you intend to remain permanently in the U.S.?
- C. If not a citizen, are you prevented from becoming lawfully employed because of visa or immigration status?
- D. Are you an alien lawfully authorized to work in the U.S.?

Ask illegal aliens the following:

- A. Do you claim to qualify for legalization provisions of the new immigration law?
- B. Do you intend to apply for legal status and seek interim work authorization from INS?

Actions to take:

- A. Inform all new job applicants that you:
 - 1. Hire only U.S. citizens and aliens lawfully authorized to work in the U.S.
 - 2. Will require all new employees to complete Form I-9 and present documents providing identity and employment eligibility.
- B. Employer may give preference to an U. S. citizen or national over an authorized alien if the 2 candidates are equally qualified.

DON'T

Don't ask questions such as:

- A. Where are you from?
- B. Of what country are you a citizen?
- C. Are you, your parents, or spouse naturalized or native-born U.S. citizens?
- D. When did you, your parents, or spouse acquire U.S. citizenship?
- E. Are your parents or spouse citizens of the U.S.?

Actions to avoid:

- A. Don't require that applicants produce naturalization papers.
- B. Don't discharge present employees or refuse to hire new employees based on foreign appearance or language.
- C. Don't specify which document the new employee must use.

LISTS OF ACCEPTABLE DOCUMENTS

LIST A		LIST B		LIST C
Documents that Establish Both Identity and Employment Eligibility	OR	Documents that Establish Identity	AND	Documents that Establish Employment Eligibility
1. U.S. Passport (unexpired or expired)		1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address		1. U.S. social security card issued by the Social Security Administration (<i>other than a card stating it is not valid for employment</i>)
2. Certificate of U.S. Citizenship (<i>INS Form N-560 or N-561</i>)		2. ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address		2. Certification of Birth Abroad issued by the Department of State (<i>Form FS-545 or Form DS-1350</i>)
3. Certificate of Naturalization (<i>INS Form N-550 or N-570</i>)		3. School ID card with a photograph		3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. Unexpired foreign passport, with <i>I-551 stamp</i> or attached <i>INS Form I-94</i> indicating unexpired employment authorization		4. Voter's registration card		4. Native American tribal document
5. Alien Registration Receipt Card with photograph (<i>INS Form I-151 or I-551</i>)		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (<i>INS Form I-197</i>)
6. Unexpired Temporary Resident Card (<i>INS Form I-688</i>)		6. Military dependent's ID card		6. ID Card for use of Resident Citizen in the United States (<i>INS Form I-179</i>)
7. Unexpired Employment Authorization Card (<i>INS Form I-688A</i>)		7. U.S. Coast Guard Merchant Mariner Card		7. Unexpired employment authorization document issued by the INS (<i>other than those listed under List A</i>)
8. Unexpired Reentry Permit (<i>INS Form I-327</i>)		8. Native American tribal document		
9. Unexpired Refugee Travel Document (<i>INS Form I-571</i>)		9. Driver's license issued by a Canadian government authority		
10. Unexpired Employment Authorization Document issued by the INS which contains a photograph (<i>INS Form I-688B</i>)		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

INSTRUCTIONS

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM.

Anti-Discrimination Notice. It is illegal to discriminate against any individual (other than an alien not authorized to work in the U.S.) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work eligible individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

Section 1 - Employee. All employees, citizens noncitizens, hired after November 6, 1986, must complete Section 1 of this form at the time of hire, which is the actual beginning of employment. **The employer is responsible for ensuring that Section 1 is timely and properly completed.**

Preparer/Translator Certification. The Preparer/Translator Certification must be completed if Section 1 is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete Section 1 on his/her own. However, the employee must still sign Section 1 personally.

Section 2 - Employer. For the purpose of completing this form, the term "employer" includes those recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors.

Employers must complete Section 2 by examining evidence of identity and employment eligibility within three (3) business days of the date employment begins. If employees are authorized to work, but are unable to present the required document(s) within three business days, they must present a receipt for the application of the document(s) within three business days and the actual document(s) within ninety (90) days. However, if employers hire individuals for a duration of less than three business days, Section 2 must be completed at the time employment begins. **Employers must record:** 1) document title; 2) issuing authority; 3) document number, 4) expiration date, if any; and 5) the date employment begins. Employers must sign and date the certification. Employees must present original documents. Employers may, but are not required to, photocopy the document(s) presented. These photocopies may only be used for the verification process and must be retained with the I-9. **However, employers are still responsible for completing the I-9.**

Section 3 - Updating and Reverification. Employers must complete Section 3 when updating and/or reverifying the I-9. Employers must reverify employment eligibility of their employees on or before the expiration date recorded in Section 1. Employers **CANNOT** specify which document(s) they will accept from an employee.

- If an employee's name has changed at the time this form is being updated/ reverified, complete Block A.
- If an employee is rehired within three (3) years of the date this form was originally completed and the employee is still eligible to be employed on the same basis as previously indicated on this form (updating), complete Block B and the signature block.

- If an employee is rehired within three (3) years of the date this form was originally completed and the employee's work authorization has expired **or** if a current employee's work authorization is about to expire (reverification), complete Block B and:
 - examine any document that reflects that the employee is authorized to work in the U.S. (see List A **or** C),
 - record the document title, document number and expiration date (if any) in Block C, and
 - complete the signature block.

Photocopying and Retaining Form I-9. A blank I-9 may be reproduced provided both sides are copied. The Instructions must be available to all employees completing this form. Employers must retain completed I-9s for three (3) years after the date of hire **or** one (1) year after the date employment ends, whichever is later.

For more detailed information, you may refer to the INS Handbook for Employers, (Form M-274). You may obtain the handbook at your local INS office.

Privacy Act Notice. The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 U.S.C. 1324a).

This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The form will be kept by the employer and made available for inspection by officials of the U.S. Immigration and Naturalization Service, the Department of Labor, and the Office of Special Counsel for Immigration Related Unfair Employment Practices.

Submission of the information required in this form is voluntary. However, an individual may not begin employment unless this form is completed since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986.

Reporting Burden. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex. Accordingly, the reporting burden for this collection of information is computed as follows: 1) learning about this form, 5 minutes; 2) completing the form, 5 minutes; and 3) assembling and filing (recordkeeping) the form, 5 minutes, for an average of 15 minutes per response. If you have comments regarding the accuracy of this burden estimate, or suggestions for making this form simpler, you can write to both the Immigration and Naturalization Service, 425 I Street, N.W., Washington, D. C. 20536; OMB No. 1115-0136

Please read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE.** It is illegal to discriminate against work eligible individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.


Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #
I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.		I attest, under penalty of perjury, that I am (check one of the following): A citizen or national of the United States A Lawful Permanent Resident (Alien # A _____) An alien authorized to work until ___/___/___ (Alien # or Admission # _____)	
Employee's Signature			Date (month/day/year)

Preparer and/or Translator Certification. (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

Section 2. Employer Review and Verification. To be completed and signed by employer. **Examine one document from List A OR examine one document from List B and one from List C** as listed on the reverse of this form and record the title, number and expiration date, if any, of the document(s)

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): ___/___/___		___/___/___		___/___/___
Document #: _____				
Expiration Date (if any): ___/___/___				

CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) ___/___/___ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment).

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name	Address (Street Name and Number, City, State, Zip Code)	Date (month/day/year)

Section 3. Updating and Reverification. To be completed and signed by employer

A. New Name (if applicable)	B. Date of rehire (month/day/year) (if applicable)				
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.					
Document	Title: _____	Document #:	Expiration	Date	(if any): ___/___/___
I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.					
Signature of Employer or Authorized Representative					Date (month/day/year)